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## REQUEST FOR PROPOSALS

### **Request for Proposals for Preliminary Engineering Report for Bay Mills Indian Community Materials Management Facility Project**

The Bay Mills Indian Community (BMIC) is requesting proposals from qualified firms for a preliminary engineering report (PER) for a Materials Management Facility (MMF) located at 12462 W. Plantation Rd., Brimley, MI 49715.

#### **Background:**

Bay Mills Indian Community is utilizing \$50,000 of Indian Health Service (IHS) funds to complete a PER for a new Materials Management Facility (MMF). A pre-fabricated building has been purchased and shipped to a nearby site. Foundation bids, erection drawings, permit drawings, anchor bolt plans, insulation plans and a geotechnical report have been completed. A topographic map on 1' contours will be made available. A PER was completed in 2022 for this project but due to changes in scope, the PER must be updated to reflect up-to-date plans. Site engineering services are currently in development. To be eligible to for additional funding from IHS to support construction activities, BMIC must first submit an updated PER with a preliminary design by June, 2026.

#### **This project is defined as follows:**

The project site is located at 12462 W. Plantation Rd., Brimley, MI 49715, adjacent to BMIC's Maintenance Department headquarters (see location map). It is our intention to develop a Materials Management Facility able to collect solid waste, recyclable materials, white goods, electronic waste, and tires. The recyclable items will be collected and stored inside. The building must also incorporate office space, breakroom and restroom facilities for staff. Incorporating a photovoltaic-ready system into the design for future use is mandatory. A hard surface is required for efficient maneuvering of forklifts throughout and around the facility. The PER will determine how best to incorporate all of these items into the overall MMF design, prioritizing ease of use for staff and the public, efficient traffic flow, and maximization of recyclable storage.

#### **Scope of Work:**

The successful Proposer shall perform the tasks listed below for this project and shall be expected to work closely with designated tribal personnel to accomplish these goals:

#### Preliminary Engineering Report

For each project outlined above, the following items must be included in a PER:

1. Description of project components. Provide a general description of all project components involved in the project. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.
2. Drawings showing the general layout and location of the existing site conditions and of the project components. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.

3. A feasibility analysis for the constructability of the project. Include a review of the existing conditions and note particular features, alignments, and circumstances affecting construction of project components.
4. Complete assessment of need and conceptual interior space design including mechanical, electrical and plumbing. Assess need for fire suppression system.
5. Complete assessment of need for driveways, parking areas, access and approaches to structure and drainage.
6. The proposed method of construction. Indicate whether construction procurement will be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or a third-party construction manager.
7. The number of construction contracts anticipated. If multiple contracts are proposed, describe the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components.
8. A current detailed construction cost estimate for each of the project components. Show quantities, unit prices, and total costs and provide a basis for the determination of construction contingencies.
9. An overall estimated project schedule. Include the number of months for each of the following:
  - i. design period;
  - ii. solicitation of bids and awarding of contracts, and
  - iii. construction period.
10. Overall project budget breakdown. For each "cost classifications" line item, provide a breakdown of the proposed project costs and tasks that is consistent with the detailed construction cost estimate for the project provided in the PER.
11. *Must follow USDA PER template provided in attachments.*

#### Pre-Design

- Coordinate, develop agenda and participate in a project kick-off meeting with the Project Team to formulate design guidelines in which the major project goals and the means of implementation are identified. The Project Team shall include at a minimum the A/E design team as well as designated Tribal personnel.
- Review relevant project documentation; notify Tribal POC as to areas regarding further investigation for an adequate design response.

***Proposals for these services must be submitted to Bay Mills Indian Community by Friday, February 20, 2026 12:00pm (noon) EST.***

Please email proposals in PDF format to Jennifer Satchell at [jmsatchell@baymills.org](mailto:jmsatchell@baymills.org). Proposals received after the deadline will not be accepted. Please contact Jennifer Satchell via email or at (906) 248-8655 with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

#### Proposal Requirements:

1. Cover letter
2. Resumes and/or Bios: Please include resumes and/or bios of key principals and individuals who will be overseeing or involved with this project.
3. Description of Experience related to design services:
  - a. Please describe the general experience of the firm including number of years the firm has been in operation.
  - b. Please describe the specific experience of the firm in providing services for Materials Management Facility projects.
  - c. Description of experience in Indian Country: Please describe any relevant experience of the firm, involved principals and any assigned staff in projects located on Native American land.

4. Associations: Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project. Please include pertinent information as to subcontracted firms.
5. Certifications and Licenses: Please include a copy of any pertinent licenses or certifications.
6. References: Please include a minimum of three references that can be contacted by the Owner. Provide three references of significant subcontractors as well.
7. Disclosure of Claims: Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.
8. Methodology: Please provide explanation of methodology for all services.
9. Cost proposal: Please detail all costs required to assist with these services and required timelines for payments.
10. Native American Preference (Optional): Please provide any evidence to demonstrate that the firm is a qualified, Native American-owned enterprise, with at least 51% active ownership by a member of federally recognized Indian tribe.

### **Project Award**

	<b>Score Received: 1-5</b>	<b>Weight</b>	<b>Weighted Scores</b>
Demonstrated experience with PERs		10%	
Approach to successfully complete each deliverable		25%	
Qualifications- identification of key personnel and experience/capability		20%	
Schedule- timeliness and value for money		20%	
Cost- reasonableness of rate schedule		20%	
Native American Preference		5%	
<b>Total</b>	<b>0</b>	<b>100%</b>	

<b>Ratings:</b>	
Clearly Outstanding-Above and Beyond Expectations	5
Well qualified	4
Average	3
Weak	2
Unsatisfactory	1
Insufficient Response	0

The Tribe, at its sole discretion, may elect to interview selected firm(s). If a firm is requested to take part in an interview (via Tribal arranged remote means), the key proposed project staff will be expected to take part. The interview will be an opportunity for the Tribe's selection team to review the firm's proposal and other matters deemed relevant to the evaluation.

### **Compensation**

The proposal should provide a cost for all work associated with the provision of these services. The final cost of services may be negotiated, prior to award of the contract.

### **Attachments**

Attachments are available here:

<https://drive.google.com/drive/folders/1XDGFjNQq07ddTm825z6Wmk9zBlsDZLf1?usp=sharing>

- Project Location Map
- Geotechnical Report

- Foundation Plan for structure
- Permit drawings for structure
- Erection drawings for structure
- Anchor bolt plans for structure
- Original PER 2022
- PER Template